

*Nodaway County Ambulance Board of Directors Meeting Agenda*  
103 W Carefree Drive  
Maryville, MO 64468  
June 13<sup>th</sup>, 2018

**Board Members Present:**

**Board Members Absent:**

**Statement:** The use of the tape recorder is an aid for the recording secretary and is erased after the minutes are transcribed.

**Introduction of Guests:**

**Presentation of Minutes:**

**Report from Burlington Junction Rescue Squad:**

**Report from Hopkins Rescue Squad:**

**Report from Ravenwood Rescue Squad:**

**Report from Tri-C Rescue Squad:**

**Report from Maryville Rescue Squad:**

**Presentation of Treasurer's Report:**

**Presentation of Bills to be paid:**

**Presentation of Revenue and Expense Report:**

**Director of Operations Report:**

**Business Manager's Report:**

**Training Manager's Report:**

**Employee Concerns:**

**Medicaid/Medicare Adjustments:**

**Old Business**

**New Business:**

**Closed meetings and closed records authorized when, exceptions:** Employee evaluations.

610.021. Except to the extent disclosure is otherwise required by law; a public governmental body is authorized to close meetings, records and votes, to the extent they relate to the following:

(3) Hiring, firing, disciplining or promoting of employees by a public governmental body when personal information about the employee is discussed or recorded. However, any votes on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body must be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees;

(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source;

(14) Records which are protected from disclosure by law; any other business that may come before the board

**Adjournment:**

Board of Directors  
Meeting

May 9<sup>th</sup>, 2018

7:30 pm

**Board Members Present:** Allen, Crady, Walk, Snodderley was 30 minutes late, Rickabaugh and Standiford were present.

**Board members Absent:** No one was absent.

**Introduction of Guests:** Greg Pargas with Nodaway Valley bank was present to discuss options for investing. He explained that NVB Bank can go to other Entities that offer better CD rates, so they would be comparable to Edwards Jones Investments. He explained how the program works and left the board members with some information.

Standiford made the presentation of a plaque and cake to outgoing board member John Redden for his 19 years of service. There was a small break to enjoy cake and ice cream and to wish Redden good luck with his time away from the district, he will be missed.

**Election of officers:** Standiford called for nominations for the chairman positions. Allen made the motion for Standiford to stay in the position and Walk seconded the motion. Nominations ceased. Snodderley then made the motion to appoint Standiford by acclamation and Walk seconded. All agreed, motion carried.

Standiford called for nominations for Vice Chairman. Walk made the motion to appoint Snodderley and Crady seconded. Walk then made the motion to cease nominations and to appoint Snodderley by acclamation and Crady seconded. Motion carried.

Standiford called for nominations for Secretary position. Allen made the motion to appoint Crady and Rickabaugh seconded the motion. Snodderley made the motion to cease nominations and to appoint Crady by acclamation and Walk seconded the motion. Motion carried.

Standiford called for nominations for Treasurer. Allen made the motion to appoint Walk and Crady seconded the motion. Standiford made the motion that nominations cease and to appoint Walk by acclamation and Crady seconded the motion. Motion carried.

**Presentation of Minutes:** The minutes were presented to the board members. Walk made the motion to approve the minutes as presented and Allen seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried.

**Report from Burlington Junction Rescue Squad:** The EMR class started on April 8 There was a question about the air bags that are on the unit and the ones on Ravenwood unit as well. Florea is to investigate what 2 sets may cost and if the fire departments would be willing to pay for some of the purchase price the way that Maryville did.

**Report from Hopkins Rescue Squad:** No one present.

**Report from Ravenwood Rescue Squad:** Florea went to a “stop the Bleed” class held in Ravenwood. He thought it was very useful information.

**Report from Tri-C Rescue Squad:** No one was present.

**Report from Maryville Rescue Squad:** The members had a class on how to use the air bag system.

**Presentation of Treasurer's Report:** The report was presented to the board members. There were 2 CD's that were in April. Walk is waiting to find a place to put the money, as interest rates still are not very good. He is interested in going with Florea to discuss the ideas that Pargas discussed.

**Presentation of Bill's to be paid:** The bills to be paid were presented. Allen made the motion to pay the bills as presented and Crady seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried.

**Revenue and Expenses:** Report was given to the board members. There was a question about the cost of the election. It was budgeted for \$500 and the cost was \$4,574. Lager will call up to the county clerk to get some more information.

**Director of Operations Report:** Item one was to inform the board members that there would be a closed session for employee evaluations for Jeremy Meyer, Paramedic, Patrick Greife, Paramedic, Jill Nielson, Paramedic and Kim Campbell, EMT.

Item two was to inform the board members that the April sales tax deposits were \$62,240.75 which was 8.51% less than April 2017.

Item three was to inform the board members that there are drug shortages nationwide and the district is starting to feel them. The hospital will no longer be supplying the Morphine and Fentanyl during the critical stage of the shortage. He has been doing research and getting some medicine in other forms. This poses a problem with medication dosing, so all staff is on high alert.

There is not much to be done until the shortage comes under control and the companies can start producing the products again.

Item four was to inform the board members that the inflatable shelter is in and has been set up. There is a need for some stakes to be made and NTA in Bethany needs some for their tent as well. Florea will order them and get enough to NTA, as they will reimburse the district for the cost.

Item five was inform the board members that air bags have been delivered.

Item six was to inform the board that the account adjustments need to be dealt with at this time. He presented the current accounts that are being turned to the collection agency totaling \$13,669.77. Snodderley made the motion to adjust these accounts and Walk seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, nay, Walk, yea, and Standiford, yea. Motion carried.

Next Florea presented the Medicare/Medicaid adjustments. These are the ones that must be done. Snodderley made the motion to approve the Medicare/Medicaid adjustments of \$2,941.02 and Allen seconded the motion. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried.

Florea then presented the quarterly adjustments. These accounts have been with the collection agency for over a year and it is suggested to have them adjusted off the books for lack of activity. Snodderley made the motion to adjust these accounts and Walk seconded the motion. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, nay, Walk, yea, and Standiford, yea. Motion carried.

**Business Manager's Report:** Item one was to inform the board members that the accounts receivable is still off, but it is now \$189.68.

Item two was to inform the board members that in June Julie Schmitz and she would be going to St. Louis for the ABC3 Conference. John Maxwell and Bill Florea will not be attending the conference and will have to take their classes online.

Item three was to inform the board members that she may be out late August or early September for a Knee Replacement. She will have more information at the next meeting.

**Training Managers Report:** Item one was to inform the board members that the landing zone class was attended by 43. Individuals.

Item two was to inform the board that the extrication class went well.

Item three was to inform the board members that Florea and He will be attending a disaster drill for the Maryville Treatment Center in June.

**Employee Concerns:** None brought to the board.

**Medicaid/Medicare Adjustments:** this was taken care of during the Operation's report.

**Old Business:** Allen asked if anyone had come up with ideas to show appreciation towards the volunteers. No one has. He suggested a coat, a jacket or a hoodie for the volunteers. Julie Schmitz volunteered to get some ideas and bring it to the next board meeting. The board members would then like to deliver the articles during one of the rescue meetings.

**New Business:** None brought to the board members.

**Recess:** Allen made the motion to go into closed session and Crady seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried. Went in to closed session for evaluations at 8:45.

**Open Session:** Allen made the motion to go into open session and Standiford seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried. Open session began at 9:15.

**Open session:** Crady made the motion to grant Jeremy Meyer a \$500 performance incentive and a 16-cent merit raise, Patrick Greife a \$500 performance incentive and a 17-cent merit raise, Jill Neilson a \$500 performance incentive and a 17-cent merit raise and Kim Campbell a \$500 performance incentive and a 17-cent merit raise, Walk seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried.

**Adjournment:** Walk made the motion to adjourn the meeting and Allen seconded the motion. Standiford called for a vote. Allen, yea, Snodderley yea, Rickabaugh yea, Crady, yea, Walk, yea, and Standiford, yea. Motion carried.

Meeting adjourned at 9:20 pm

Recorded by LaRee Lager

Nodaway County Ambulance District

Signed: \_\_\_\_\_ Julia A Crady, Secretary

APRIL 2018 Budget as of 4/30/18					
	2018	2018 Actual	ACCT	2017	Percentage
Revenues			#	Projected	2017 actual
Ambulance Receivable	\$715,000.00	\$317,341.14	4000	\$764,413.96	44.38%
Surtax	\$23,000.00	\$22,708.83	4150	\$28,657.83	98.73%
CPR Card Revenue 2617.48	\$2,000.00	\$2,834.00	4380	\$2,180.00	141.70%
Misc. Income	\$3,500.00	\$3,928.97	4730	\$6,588.46	112.26%
Bad Debt Income	\$1,800.00	\$3,792.57	4010	\$4,105.63	210.70%
Interest Income	\$26,700.00	\$10,058.33	4720	\$33,119.40	37.67%
Sales tax income	\$1,200,000.00	\$367,301.90	4105	\$1,220,555.17	30.61%
Sale of Assets	\$0.00		4710	\$100.00	
Kights	\$3,000.00	\$1,843.50	4008	\$3,886.75	61.45%
Pat Van Revenues	\$25,000.00	\$6,802.90	4009	\$14,415.92	27.21%
FRA FUNDS	\$20,000.00	\$2,830.03	4300	\$5,238.29	14.15%
<b>Total</b>	<b>\$2,020,000.00</b>	<b>\$739,442.17</b>		<b>\$2,083,261.41</b>	<b>36.61%</b>
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Salaries	\$845,000.00	\$253,161.46	5000	\$829,695.19	29.96%
Overtime	\$174,250.00	\$50,960.68	5001	\$164,996.47	29.25%
Special Performance Benefit	\$10,000.00	\$1,587.50	5003	\$8,262.50	15.88%
Rescue/Training Budget	\$59,400.00	\$10,020.89	5300	\$48,491.45	16.87%
Payroll FICA	\$91,250.00	\$26,557.71	5010	\$85,080.55	29.10%
Unemployment Taxes	\$1,500.00	\$885.20	5015	\$1,461.56	59.01%
Employee Benefits	\$140,500.00	\$39,628.33	5020	\$128,645.08	28.21%
Longevity Pay	\$3,700.00	\$1,580.00	5021	\$3,500.00	42.70%
Health. Ins. Pay out & Retirement	\$81,500.00	\$28,419.66	5005	\$71,713.32	34.87%
Mo Lagers Expense	\$45,000.00	\$14,860.14	5006	\$802,716.33	33.02%
Interest Expense	\$0.00		5030	\$0.00	\$\$\$
<b>Workman's Comp</b>	\$56,000.00	\$21,326.75	5040	\$57,431.25	38.08%
Fleet/Mail/Liab Ins. Bond	\$50,700.00	\$47,996.00	5041	\$45,014.00	94.67%
Accident/Health Insurance	\$3,359.00	\$3,310.07	5044	\$3,359.00	98.54%
Rent/Lease	\$2,500.00	\$1,920.00	5050	\$1,932.52	76.80%
Legal/ Accounting	\$17,000.00	\$1,397.60	5060	\$11,975.02	8.22%
Administration Expense	\$7,200.00	\$1,220.52	5070	\$5,034.19	16.95%
Election Expense	\$500.00	\$4,575.89	5080	\$144.00	915.18%
Advertising Expense	\$500.00	\$48.50	5090	\$110.00	9.70%
Fuel & Oil	\$30,000.00	\$12,638.82	5100	\$27,194.68	42.13%
Fleet Repair	\$29,000.00	\$4,270.52	5110	\$18,372.98	14.73%
Building Repair/Maintenance	\$15,000.00	\$2,865.48	5135	\$10,936.94	19.10%
Medical & Operating Exp	\$47,000.00	\$21,882.17	5120	\$35,562.18	46.56%
Office Supplies	\$25,300.00	\$5,155.68	5130	\$20,691.94	20.38%
Technical Support	\$19,500.00	\$13,133.95	5131	\$14,093.90	67.35%
<b>Capital Outlays ** 2 lines</b>	\$0.00	\$7,046.81	5115	\$8,786.44	\$\$\$\$
Utilities	\$18,900.00	\$6,118.70	5140	\$16,566.62	32.37%
Telephone/Cell	\$6,400.00	\$2,213.95	5150	\$6,434.88	34.59%
Dues & Subscriptions	\$600.00	\$0.00	5180	\$447.99	0.00%
Laundry	\$3,500.00	\$168.00	5190	\$462.00	4.80%
<b>Radios/Repairs Maint</b>	\$5,500.00	\$3,465.50	5220	\$1,757.90	63.01%
Collection Expense	\$2,700.00	\$704.94	5290	\$2,373.59	26.11%
Miscellaneous Expense	\$5,500.00	\$748.65	5280	\$3,926.99	13.61%

2018 Ambulance Budget Continued					
	2018	2018 Actual	ACCT	2017	Percentage
New Ambulance/van ** 2 lines	\$165,000.00	\$162,522.00	5115	\$161,237.00	98.50%
Bad Debt Allowance	\$143,000.00	\$47,998.76	5250	\$155,704.49	33.57%
Dispatching Expense	\$67,626.00	\$16,906.50	5105	\$66,300.00	25.00%
*New Rescue Equipment			5117	\$360.00	#DIV/0!
Pat Van Expenditures	\$33,750.00	\$8,852.39	N/A	\$29,901.73	26.23%
MO Lagers Retirement	\$0.00		5006	\$0.00	#DIV/0!
Promotional items	\$1,000.00		5285	\$0.00	0.00%
Total	<b>\$2,209,135.00</b>	<b>\$826,149.72</b>		<b>\$2,850,674.68</b>	37.40%
2018 Training Expense Detail					
Expenditures	2018	2018 Actual	ACCT	2017	Percentage
Instructor's Training Wages *	\$8,750.00		5300	\$348.52	0.00%
Instructor's Training Lodging *			5360		
Instructor's Training Mileage *			5361	\$212.00	
Instructor's tuition/books	\$600.00		5330	\$0.00	0.00%
CE Instructor wages **	\$5,000.00	\$747.13	5301	\$4,259.85	14.94%
Mandatory classes,	\$4,200.00	\$395.22	5305	\$1,826.68	9.41%
CE Empl.Wages 5303 &5370		\$1,444.19	5303	\$6,520.75	
Employee CE Elective	\$17,750.00	\$3,460.06	5370	\$25,034.10	27.63%
Guest Instructor Wages	\$3,000.00		5340	\$50.00	0.00%
1st Responder Orig. Cert Wages	\$2,700.00	\$2,700.26	5302	\$1,960.40	100.01%
1st responder Refresher Wages	\$800.00		5304	\$233.24	0.00%
Training Equipment/Maintenance	\$6,000.00		5310	\$4,402.25	0.00%
Training Books/Office expense	\$1,000.00	\$296.31	5331	\$30.00	29.63%
Training Miscellaneous	\$1,600.00	\$977.72	5380	\$450.20	61.11%
New EMD Training	\$3,000.00		5106		0.00%
Medical Director	\$1,500.00		5385	\$100.00	0.00%
EMD CUE Training	\$1,500.00		5107	\$203.52	0.00%
Training Supplies	\$2,000.00		5320	\$679.94	0.00%
Total	\$59,400.00	\$10,020.89		\$46,311.45	16.87%
2018 Wheel Chair Budget					
	2018	2018 Actual	ACCT	2017	
w/c Actual Charges	\$25,000.00	\$6,802.90	4009	\$13,427.42	27.21%
Knights Pat Van	\$3,000.00	\$1,843.50	4008	\$3,646.75	61.45%
Contribution					
Total	\$28,000.00	\$8,646.40		\$17,074.17	30.88%
2018 Wheel Chair Expenditures					
Salaries	\$26,500.00	\$8,189.71	5009	\$25,456.48	30.90%
Overtime	\$1,500.00	\$33.60	5019	\$37.80	2.24%
Payroll FICA W Amb	\$2,142.00	\$629.08		\$1,950.31	29.37%
Repairs/Maint	\$2,900.00		5129	\$345.50	0.00%
Fuel & Oil	\$2,300.00		5109	\$2,045.65	0.00%
New Equipment	\$500.00		5119	\$65.99	0.00%
Advertisement	\$50.00		5099	\$0.00	0.00%
Total	<b>\$35,892.00</b>	<b>\$8,852.39</b>		<b>\$29,901.73</b>	24.66%
less FICA	<b>\$33,750.00</b>	<b>\$8,223.31</b>		<b>\$27,951.42</b>	

